



Essex County
Fire & Rescue Service

Assistant Director of HR

Recruitment information pack



essex-fire.gov.uk



02

Contents

- 03 | Welcome from Rick Hylton**
- 05 | The advert**
- 06 | The right person**
- 07 | The role**
- 08 | Job purpose**
- 09 | Essential shortlisting criteria**
- 11 | Application process and timeline**
- 12 | Disability Confident**
- 13 | Safeguarding**
- 14 | Any other questions?**



03

Welcome from CFO Rick Hylton

Thank you for your interest in joining Essex County Fire and Rescue Service as Assistant Director of HR. It's an incredibly rewarding role, and it's an incredibly exciting time to be joining us.

Essex is a diverse county, made up of coastline, rural villages and vibrant urban spaces, and its communities deserve a modern, agile, and forward-thinking fire and rescue service.

Everyone at ECFRS is united by a common goal: to be among the best fire and rescue services in the country. By consistently raising our standards and focusing on what matters, we're delivering a service that the people of Essex can depend on.



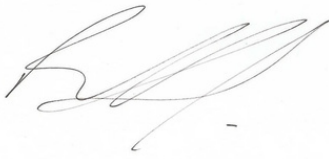
Over the past few years, we have delivered an improvement programme that has seen us increase the amount of Prevention and Protection work we undertake, invest in technology to improve our effectiveness and create a culture of kindness and high performance. Last year we were awarded the silver award from Inclusive Employers and received a Gold Award from the Public Sector Innovation awards for Fire and Rescue Service of the year.

Our Police Fire and Crime Commissioner has just published the new Fire and Rescue Plan setting out the priorities of the Service over the next four years. Alongside this plan, our new Community Risk Management Plan will be launched in the new year with the aim of making Essex Safer Together. Our new plan will set out the activity needed to further reduce risks to our communities through greater partnership working, data sharing and use of technology to enable better response when needed and increased activity in our communities.

04

The role of the Assistant Director of HR in Essex is pivotal and fundamental to the successful delivery of services to our community. We are looking for a highly motivated and credible leader, who has a clear understanding of what is needed to deliver efficient and effective services and who has a leadership style that is inclusive, courageous and operates with the highest levels of integrity and professionalism.

In exchange, you will be rewarded by working with a team of highly committed and dedicated professionals who contribute in different ways but with a shared mission of making Essex Safer together.



Rick Hylton
Chief Fire Officer / Chief Executive



05

The advert

Job title: Assistant Director of HR

Reporting to: Director of People Services

Salary: Grade 13 - £74,201 - £80,903

Location: Service HQ, Kelvedon

Closing date: 27 January 2025

Are you ready for an exciting and rewarding opportunity to lead the Human Resources team of one of the country's biggest, dynamic and progressive Fire & Rescue Services?

Our People and Inclusion strategy, and the plans that enable it, aim to empower our people to make a difference and to serve our communities. We aim to embed a high performing and inclusive culture, making sure our people are supported, engaged and inspired to make a difference and to deliver our strategic goals; empowering colleagues be professional and ambitious in serving the communities of Essex. Ultimately this role is about making Essex safer together.

The People and Inclusion Strategy, the Community Risk Management Plan (CRMP) and the Medium-Term Financial Strategy (MTFS) work together to deliver our Fire and Rescue Plan. Together they provide a pathway to continue developing our Service, addressing current and future risks and what we will do to keep our communities safe.

This role needs to lead strategically focussed People Services ensuring that we have the right people with the right skills and abilities to perform effectively and safely. This role oversees key areas within People Services, including HR Business Partnering, Recruitment, HR Support, and Learning and Development. You'll make sure these functions run smoothly, efficiently, and get things right the first time, every time.



06

The right person

Our Service's strength lies in our people, and we want to make sure they feel empowered to make a difference and serve our communities effectively.

The Assistant Director of HR role at Essex County Fire and Rescue Service (ECFRS) is a great opportunity for an experienced HR leader to make a real impact. This role focuses on building a high-performing and inclusive culture where our people are supported, engaged and motivated to achieve our strategic goals.

We are looking for someone who can lead and deliver key strategic initiatives, such as the People and Inclusion Strategy, Community Risk Management Plan (CRMP), and Fire and Rescue Plan. The role involves strengthening and aligning our HR services, including People Partnering, Recruitment, and HR Support, to create a cohesive, high-performing team.

The ideal candidate will have strong relationship-building skills, including working effectively with internal stakeholders and representative bodies. They should have in-depth knowledge of employment law, workforce planning, recruitment and learning and development to ensure our teams have the skills and support they need to work safely and effectively.

We are looking for someone with a proven track record of managing HR functions efficiently, using data-driven decisions, and delivering excellent, streamlined services.



07

The role

Main Duties and Responsibilities:

- Support the Director of People Services to deliver the People and Inclusion Strategy to support the Community Risk Management Plan (CRMP) and Fire and Rescue Plan.
- Lead and influence key stakeholders to ensure the people aspects of our strategy are fully considered and delivered. Ensuring all delivery plans and projects take people and organisational issues into account.
- Build and manage relationships with key internal stakeholders and partner organisations to improve the ability to implement the People and Inclusion Strategy and maximise opportunities for collaboration.
- Maintain and develop the effectiveness of all functions allocated to this post by ensuring cohesive plans are produced which specify outcomes, resources, staff development, performance measures and standards to be achieved. Report regularly on delivery of plans (monthly, quarterly and annual reporting mechanisms in place). Focus on no 'standalone' functions and excellent service delivery.
- Lead HR policy and ensure practice is in accordance with developments in regulation and employment law and sufficiently mitigates risk on behalf of the Authority.
- Ensure overall service delivery of the HR Business Partnering function, ensuring that we partner the Service well and ensure that workforce information is used to direct our focus, offer appropriate advisory support and inform evidence based decision making.



08

Job purpose

- Ensure overall service delivery of the Recruitment function to ensure that the Service is able to recruit, promote and retain key talent.
- Ensure overall service delivery of the HR Support function to ensure that we provide efficient and effective transactional services with clear points of contact for our customers for any query.
- Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager.
- Support the Director of People Services in having meaningful engagement with the Authority's representative bodies, ensuring appropriate Consultation and Negotiation arrangements are in place and well supported.
- Manage and develop self and others to improve personal and team performance and achieve the Fire and Rescue Plan and objectives. Manage the efficient and effective use of resources to support activities and to deliver the departmental strategy.
- Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.



09

Essential shortlisting criteria

Criteria	Essential/ Desirable	Method of Assessment
Qualifications		
MCIPD or other relevant professional qualification.	E	
Level 6 standard of education (e.g. undergraduate degree) or equivalent experience in a relevant area (e.g. HR/Psychology).	E	
ILM Level 7 Diploma in Leadership and Management, or equivalent gained through in-house programme or experience.	E	
Masters in Management and Leadership.	D	

Knowledge & Experience		
Knowledge and experience of leading HR functions and their contribution to Organisational effectiveness.	E	
Experience of developing and implementing comprehensive People Strategy.	E	
Good knowledge and understanding of employment law.	E	
Experience of managing complex HR casework up to and including Employment Tribunals	E	
Experience of successful management at a senior level and developing and leading high performing teams.	E	
Successful experience of planning and implementing change.	E	
Experience of managing and controlling budgets, resources and funding.	E	
An understanding of the social, economic and political environment of the Fire and Rescue Service and working with Trade Unions or Staff Groups.	E	
Experience of dealing with financial accountability and procurement systems within a public sector environment.	D	

Skills & Abilities		
High level verbal and written communication skills, sufficient to engage with employee's, managers and partners.	E	
Excellent analytical skills with an aptitude for developing innovative solutions to complex issues.	E	
High level of interpersonal skills with the ability to inspire and manage team(s) and articulate the vision for the department.	E	
Confidence, resilience and ability to work under pressure.	E	
Can encourage the application of new ideas, contribute to strategic planning and manage change.	E	
The ability to influence and network locally and nationally.	E	
Capable of leading programmes, projects or initiatives, which have significant resources and strategic impact.	E	

Other		
The ability to travel around the county may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form



11

Application process and timeline

Please complete your application by Monday 27 January at midday. You should attach a supporting statement of no more than 1000 words that demonstrates how you meet the essential criteria of the person specification, along with an up-to-date CV. You may submit this either as a word document, PDF, PowerPoint, mp3 (voice note) or mp4 (video).

Once we receive your application, we'll arrange a short telephone conversation to discuss eligibility and your career history.

Internal candidates

All internal candidates will be expected to have discussed their application with their line manager prior to applying. Line managers of all internal applicants will be contacted to verify their support of the application during shortlisting.

Closing date: Monday 27 January 2025 at midday.

Shortlisting takes place: Monday 27 January 2025.

Selection and assessment date: Monday 10 February



12

Disability Confident

We are an equal opportunities, Disability Confident, employer who welcomes applications from everyone and values diversity in our workplace.

A commitment to promoting diversity and developing a work environment where all staff are treated with dignity and respect is central to our recruitment process and all applications will be considered solely on merit.

As part of our offer to support all our candidates to perform to the best of their abilities during our recruitment and selection processes and we would like to let you know about a couple of support options you can access, should you wish to, including our employee forums, who are keen and willing to support all of our potential colleagues.

Further to the above, the Service has a Digital Accessibility Inclusion Group (DAIG) that supports all colleagues to improve their digital skills and provides additional support and guidance to colleagues with neurodivergent strengths and struggles as a result of dyslexia, ADHD, Autism, dyspraxia etc.



We want everyone to thrive at work, and so we encourage and enable people to access digital tools to help them perform at your best. The DAIG is a group of colleagues from across the Service that unite to support others as a result of their lived experience and desire to make a difference. They support people with a range of visible and invisible disabilities to identify and access digital workplace adjustments and solutions and may be able to assist with your application too.

You can find out more about Essex County Fire & Rescue Service via www.essex-fire.gov.uk including information about all our vacancies, application processes and benefits.

13

Safeguarding

Essex Police, Fire and Crime Commissioner Fire and Rescue Authority is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

It is our policy to require all applicants for employment to disclose if you are currently being investigated by any regulatory body or have any decisions or sanctions pending or in progress in respect of your suitability to work for the Service.

You agree to inform the Service within 24 hours if you are subsequently investigated by any agency or organisation in relation to concerns about your behaviour towards children, young people or vulnerable adults.

The information you provide will be treated as strictly confidential and will be considered only in relation to the appointment for which you are applying.

This role will be subject to a Disclosure and Barring Service (DBS) check.



14

Any other questions?

If you have any further questions or would like an informal chat about the role please contact Colette Black, Director of People Services:
colette.black@essex-fire.gov.uk

Find out more about our Service at essex-fire.gov.uk.

